



CITY OF STOCKTON
HUMAN RESOURCES DEPARTMENT
400 E. Main Street, 3rd Floor Stockton, CA 95202-3000
209/937-8233 Fax 209/937-8558
www.stocktonca.gov/jobs

TYPING CERTIFICATES AGENCIES ACCEPTED BY THE CITY OF STOCKTON

BBSI

3453 Brookside Rd, Suite C, Stockton, CA 95219
Phone (209) 476-0100
Call for appointment M-F 8:30 – 4:00
Fee: \$10.00, cash only

Blue Ribbon Personnel Services

212 W. Pine St., Suite 5, Lodi, Ca 95240
Phone (209) 366-1314
Call for appointment M-F
Fee: \$10.00 (Must indicate a 5 min timed test)

Express Personnel Services

1151 W. Robinhood Dr., Suite A-1, Stockton, CA 95207, Phone (209) 956-5668
Walk-ins M-F 8:30 – 4:00
Fee: \$15.00 Cash or Check only

Modesto Junior College

2201 Blue Gum Ave., Yosemite Hall, Room A-142, Modesto, CA 95358
Phone (209) 575-7728
Call for appointments. Testing on Thursdays only.
Fee: \$15.00

MTI Business College

6006 N. El Dorado St., Stockton, CA 95207
Phone (209) 957-3030; www.mtistockton.com
Call for appointment. Testing Wednesdays 3:30pm
Fee: \$10

Pridestaff

3421 Brookside Rd, Suite B, Stockton, CA 95219
Phone (209) 477-9884
Call for appointment M-Th 9am or 5pm
Fee: \$20

SJ Delta College

5151 Pacific Avenue, Stockton, CA 95207
Phone (209) 954-5013 – 1st Wed of the month
Fee: \$10

Volt Workforce Solutions

3558 Deer Park Drive, Suite #2 (Brookside) Stockton, CA 95219
Phone (209) 952-5627
Open M-F 8:00 am - 3:30pm
Fee: \$10 cash for 3 attempts

NOTE: For positions that require a Typing Certificate, applicants must submit a signed and dated copy of a valid Typing Proficiency Certificate, two years old or less. **The Typing Proficiency Certificate must specify the total number of gross words per minute typed, number of typing errors, and the net typing speed for a 5-minute timed evaluation. An example of this information is listed below:**

Agency Letterhead

**EXAMPLE
FORMAT →**

Gross words per minute
Minus number of errors
Net words per minute
Timed minute evaluation

The Typing Proficiency Certificate must be an unaltered copy from a government agency, business college, public school, or other recognized agency that regularly tests and issues certificates of typing skills, and must be on their official letterhead.

The City of Stockton also accepts typing certificates from other educational or public agencies. To confirm their acceptance prior to submitting, contact the Human Resources Department at (209) 937 – 8233.

**WE REGRET THAT WE ARE UNABLE TO ACCEPT TYPING CERTIFICATES ISSUED FROM
ON-LINE TESTING SOURCES.**